



Verification Response Letter

To Whom It May Concern:

We have received your request for an employment and/or income verification on a current or former NHS employee. Our organization uses The Work Number to provide automated employment and income verifications. The Work Number reduces our risk of liability from providing erroneous or unauthorized information and our employees receive the benefit of a quick turnaround service. You, the verifier, benefit by receiving immediate access to information that is convenient, accurate, and secure. Our standard procedure for verification requests we receive is to provide the following instructions to verifiers on how to use The Work Number. We appreciate your cooperation with this standard procedure.

Thank you,

NHS Human Services

How it Works:

1. The verifier (you/your company) will need to determine which verification type you are obtaining
2. Access The Work Number via the most convenient access option (listed below)
3. Register for / Access the Site
4. Obtain the necessary information from the employee/former employee (below)
5. Run the Verification

The employee/former employee will need to provide you with the following information:

For Employment Verifications:

1. Employer Code: NHS Human Services – 14624
2. Social Security Number

For Income Verifications

1. Employer Code: NHS Human Services – 14624
2. Social Security Number
3. Salary Key (a code set up by the employee/former employee for ONE time verification by a requestor. If the employee has any questions regarding how to set this up, direct them to www.theworknumber.com or provide them with The Work Number Client Services phone number: 1-800-996-7566)

Verification Type	Access Options
Commercial <i>Income requires employee's authorization/salary key.</i>	www.theworknumber.com 1-800-367-5690
Social Services <i>Only available to qualifying assistance agencies.</i>	www.theworknumber.com/socialservices 1-800-660-3399

Additional Information

For Additional Help, Demos and Tutorials, and FAQ's visit: <http://www.theworknumber.com/Verifiers/>

For The Work Number Client Services: 1-800-996-7566 or 1-800-424-0253 (TTY – Deaf) / Monday – Friday 7am – 8pm (CT)